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ABSTRACT

This document is a selected, annotated bibliography of materials published in the area of coping skills for adults with functional reading skills. Publications are listed alphabetically by title under the following general topics: general coping skills; newspapers; occupational information; consumer economics; pregnancy and parenting; housing; travel and transportation; health; personal development, decision making, and mental health; community resources; signs, forms, reading labels and directions; mathematics; cars and driving; government, law, and voting; and communications. Reading levels are given for most materials. The materials listed are those presently on hand at the Adult Education Resource Center at Montclair State College. (KC)

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A SELECTED BIBLIOGRAPHY

OF

FUNCTIONAL LITERACY MATERIALS

FOR

ADULT LEARNERS

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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by

Joann La Perla Berg, Assistant Director
Virginia A. Wallace, Assistant Director

Adult Education Resource Center

CE 028 493

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The following is a selected bibliography. It is not intended to be an exhaustive search of materials published in the area of coping skills, but rather a representative listing. Many of the publishers cited have additional materials which may be useful in your programs. The bibliography represents materials presently on hand at the Adult Education Resource Center at Montclair State College.

GENERAL COPING SKILLS

_____. The APL Series: Coping in Today's Society. Harcourt, Brace, Jovanovich. 1979.

The APL Series consists of reading books, student workbooks, teachers manuals and cassette tapes for each of the knowledge areas originally defined in the APL study: Consumer Economics, Occupational Knowledge, Community Resources, Health and Government and Law. The materials include activities designed for Adult Basic Education programs and competency-based high school diploma programs. The activities use the skills of reading, writing, computing, problem solving and interpreting graphic material within the knowledge areas.

$3.24 reading books
$2.94 teacher's manual
$1.94 student workbooks R.L. 7-9

_____. AWARE (Adult Writing and Reading Experiences). McGraw-Hill, Gregg Division. 1978.

AWARE is designed to help the adult reader learn basic skills while learning the coping skills necessary in everyday life. AWARE consists of 24 separate modules each divided into three levels of difficulty. Skills covered include: reading, writing, listening and computation. Topics include: shopping and consumer economics, driving, getting a job, emergencies, holding a job and more. Cost of modules including cassettes, consumable books and teacher's guide are between $30-$45 each.

R.L. 2.0-4.9

_____. Be Informed. New Readers Press. 1970-77.

Twenty excellent independent study units, most in brand new editions integrating coping skills with reading practice. The reading information provided deals with credit, housing, health, community resources and other topics. Single units are available at $1.20 each. Units 1-10 or 11-20: unbound $12.00; in looseleaf binder $17.50.

R.L. 4-7

Cambridge Book Company. Reading for Survival. Cambridge. 1977.

The intent of this series of four books is to be a functional reading program. There are four 192-page books in the series which can be used and purchased separately. The content of the books is intended to improve reading skills and life skills in the areas of health, safety, government and law, community resources, transportation, consumer economics and occupational knowledge. Good exercises in specific reading skills are provided. The reading level is from 4-8th grade. Contents: Reading Achievement, Reading Improvement, Reading Performance, Reading Competence.

$3.90 texts
$ .90 answer keys R.L. 4-8

Glasner, Lynn and Marilyn Thypin. (texts) and Sarah Snyder and Constance Van Brunt. (workbooks) Consumer Education for Special Needs. EMC Corporation. Changing Times Education Service.

A series of 10 packages (text, workbook, cassette, teacher's guide). Accessible format, high-interest/low reading level. Workbooks contain lots of information and reinforcement. Topics include: Food, meals and nutrition; appliances (repairs and guarantees); buying a car; shopping for clothing; buying on credit; getting health care; buying furniture; consumer action; banking and budgeting; housing. Text and workbook can be used together or independently for maximum flexibility.

$3.50 text
$1.95 workbook
$9.00 cassette R.L. 3

EDL Sharp Competency Skill Kits. EDL/McGraw-Hill, Inc.

The Sharp Kits were developed to assist students master the objectives tested in the Senior High Assessment of Reading Performance (SHARP) Test published by CTB/McGraw-Hill. The Kits help learners develop reading skills in five basic coping skills areas: information sources (telephone directories, dictionaries, etc.); financial transactions (checks, income tax forms, etc.); applications (job, driver's licenses, etc.); pictorial representation (roadmaps, signs, etc.).

$140.00 complete kit
$ 95.00 response materials R.L. 6.0-6.5

_____. Independent Living Series. McGraw-Hill, Gregg Division. 1978.

This series of six books is designed to assist students in examining some areas of life and the skills needed to cope with the area. Titles include: A Place Of Your Own, Time to Spare, Food and You, On Your Own, All About Clothes. The style and type of information is suitable for use with young adults.

$1.89 student books
$3.99 texts

Janus Survival Guides. Janus Book Publishers.

A series of texts in the category of "practical living skills". Titles: Reading a Newspaper, Getting Around, Using the Want Ads, Reading and Following Directions, Reading Schedules, Finding a Good Used Car, Becoming a Driver, First Steps to First Aid, Using the Phone Book. Texts are full of information and have exercises.

$2.85 R.L. 2.0-2.6

LABEL: Library of Adult Basic Education. LAPS. P.A.R. Inc. 1978.

This set includes 74 Learning Activities Packages (LAP's) classified according to APL content areas and reading levels. The set includes materials for duplication using a xerox and ditto master. The entire set costs $895.00 plus shipping.

Laubach, Frank et.al. Reading For Living. New Readers Press. 1971.

Reading For Living is eight of the most popular units from the text Everyday Reading and Writing. Each unit is available separately. The units include how to read signs, maps, write personal letters, use telephones, use dictionaries, read newspapers, and instructions on safety.

85¢ each R.L. 6.4

Levin, Beatrice J. Real Life Reading Skills. Scholastic Book Services. 1977.

Workbook and visual aides (16 overhead transparencies and 16 matching student ditto masters) comprise the Scholastic Program in Functional Literacy. Workbook contains reading material designed to develop competence in performing basic skills such as understanding directions, computing costs of items in grocery stores, reading want-ads, etc. Exercises provide reinforcement and development of basic skills. Realistic use of multiple skills applied to each task.

$2.85 workbook
$13.50 visuals
Set: 21 skill books, visuals, teacher's guide: $59.50 R.L. 6

Lifeworks. McGraw-Hill, Gregg Division. 1979.

Lifeworks is a series of 18 titles all intended to improve the adult learner's ability to cope with everyday life situations and at the same time develop basic reading, writing and math skills. Titles in the series include: Your Housing Needs and Renting a Place to Live, Understanding Contracts, You and the World of Work. Wide variety of topics, nicely presented. Includes exercises.

$3.00 to $3.96 R.L. 4-6

McVey and Associates. Follett Coping Skills Series. Follett Publishing Co. 1978.

Series of texts built around the APL objectives. Short passages with vocabulary and comprehension exercises. Titles: Finding Work, Getting Medical Assistance, Budgeting, Using Community Resources, Job Interviews, Using Transportation, Banking, Family Planning.

$1.98 each
$1.32 teacher's guide R.L. 3.5

Richey, Jim. Survival Vocabularies. Janus Book Publishers. 1978.

10 workbooks containing words and phrases necessary to function in various contexts: Driver's License Language, Medical Language, Job Application Language, Entertainment Language, Clothing Language, Drugstore Language, Restaurant Language, Supermarket Language, Credit Language, Banking Language.

$31.00 for 10; $2.45 each.
Flashcards $1.00/book. R.L. 0-2 (other than special vocabulary)

Royce, Sherry. ABLEST. Fearon Pitman Publishers, Inc. 1979-80.

ABLEST is a series of five low-level reading texts designed for ABE and ESL learners. Each text, Community Services, Health, Occupations, Money Management, and Government and Law is illustrated with photographs. The ABLEST Curriculum Guide contains more than 150 duplicatable ditto masters of activities to provide practice in reading, writing, computation and problem-solving skills.

Curriculum Guide $26.00 list, $19.50 school
Texts $2.40 list, $1.80 school R.L. 1-3

Royce, Sherry. Reading for Life. Reading for Progress. Reading for Results. Cambridge. 1978.

This series of three workbooks is intended for the adult student with skill development from 0 - 3rd grade reading levels. Each of the three books focusing on reading skills in coping skills contexts. All of the workbooks are illustrated with black and white photographs and contain exercises in specific reading skills.

Text $3.00-3.20
Teacher's Edition $3.90-4.30 R.L. 0-3

Solving Life Problems Series. McGraw-Hill. 1980.

Series of text/workbooks in five areas (Consumer Economics, Occupational Knowledge, Health, Government and Law, Community Resources) at 3 reading levels for each area. Comprehension and application exercises throughout the text.

$3.71 each R.L. I (3-4) II (5-8) III (9-12)

Turner, Richard. Real Experiences: Language in Everyday Use. Book 1 and Book 2. Globe Book Co. 1975.

Real Life Experiences was designed to integrate basic reading, thinking, speaking and listening skills in the context of life situations. Each of the two readers contain lessons which begin with short conversations which pose a coping skill problem. The second part of the lesson, "Developing Your Ideas and Skills", includes exercises to develop the skills of reading for details, drawing conclusions, making inferences, using context clues and forming opinions. Critical thinking questions are also included.

$3.24 each R.L. 4-5

Udvari, Stephen S. Family Development Series. Steck-Vaughn. 1978.

Series of 10 texts dealing with problem areas in everyday life. Problem-solving emphasized. Text plus comprehension exercises. Titles: Health, Safety and Sanitation; Buying Guides; Family Money Management; Understanding Yourself; Becoming a More Effective Person; Your Family; Communicating With Others; Working with Others; Being an Informed Citizen; Where to Go, Who to See; What to Do.

$2.10 R.L. 4-6

NEWSPAPERS

Decker, Howard. Newspaper Workshop: Understanding Your Newspaper. Globe Book Co. 1978.

This text concentrates on reading and writing skills through the content of local newspapers. Each of the 67 lessons deals with a specific newspaper section or type of writing skill.

$2.97 class

Jew, Wing and Carol Tandy. Using the Want Ads. Janus Book Publishers. 1977.

Using the Want Ads is designed to increase the reading skills necessary to read and use want ads. Want Ads for looking for jobs, apartments and cars are included.

$2.85 R.L. 2.5

Larned, Phyllis and Nicholas J. Randall. Reading a Newspaper. Janus Book Publishers. 1978.

This workbook is intended for low level readers who want to read the newspaper. Reading skills such as main ideas and supporting details are practiced. Lessons contain illustrations, comics, photographs etc.

$2.85 R.L. 2.6

Lauback, Fran C. et.al. How to Read Newspapers. New Readers Press. 1971.

One of the titles in Reading for Living.

$ .85

News for You. New Readers Press.

News for You is a real newspaper published fifty weeks each year. The material is adult oriented and has regular features, sports, health, law, crossword puzzles and more. Edition A is on a fourth-fifth grade reading level and Edition B is on a fifth-sixth grade reading level. Single subscription is $6.00 per year.

Stein, Wendy. Your Daily Paper. New Readers Press. 1977.

Your Daily Paper provides reading practice with selections from daily newspapers including comics, classified ads, television schedules, news stories and more.

$1.75 R.L. 5

Turner, Richard. The Newspapers You Read. Follett Publishing Co.

See entry under Communications.

$1.71 each

OCCUPATIONAL KNOWLEDGE

Accent on Jobs and Job Models. Follett Publishing Co. 1967.

This series of three titles: Paycheck, Retail Salesclerk-Yardgoods and Service Station Attendant, is intended to demonstrate the math and communication skills necessary for the specific jobs.

$1.65 R.L. 5-6

Ackerman, Anne et.al. It happened on the job. Globe Book Co. 1979

This reader is a collection of 25 selections about different types of workers. Some of the careers featured are: writer, accountant, baker, barber, law enforcement officer and others. Each story is followed by comprehension and vocabulary exercises.

$3.24 R.L. 3

Anema, Durlynn. Don't Get Fired! Janus Book Publishers. 1978.

The thirteen units in this workbook outline thirteen kinds of behavior that irks employers for example, lateness, lack of initiative, irresponsibility etc. Photos illustrate the units and exercises for comprehension are included.

$2.95 R.L. 2.5

Anema, Durlynn. Get Hired! Janus Book Publishers. 1978.

Get Hired! contains thirteen units, each unit representing a practical way to successfully find work. Each unit contains reading exercises and discussion questions.

$2.95 R.L. 2.5

Armstrong, Fiona et.al. Lifeworks. McGraw-Hill, Gregg Division. 1979.

Five of the eighteen titles in the Lifeworks series deal with Occupational Knowledge. The titles are; Realizing What's Available in the World of Work, You and the World of Work, A Realistic Job Search, The Reality of Work and Promotion, Getting Ready for the World of Work. See Lifeworks under General Coping Skills.

$3.24 each
$3.96 each R.L. 4-6

AWARE On the Job. McGraw-Hill, Gregg Division. 1978

See AWARE under General Coping Skills.

Brewner, Margaret et.al. Life Skills Attitudes on the Job. Educational Design, Inc. 1980.

This workbook is designed to help students keep their job by including information on following directions and being responsible on the job. Topics included are, accepting orders, attendance, honesty, getting along with others, following directions and more.

$2.85 R.L. 3-4

Charry, Lawrence. Scope Visuals 16: Career Crosswords. Scholastic Book Serivces. 1973.

Sixteen transparencies and ditto masters of crossword puzzles are included in this book. All the puzzles deal with job-related topics such as job benefits, jobs of the future, office jobs, fulltime jobs, part time jobs and more.

$13.50 R.L. 4-6

Christ, Henry I. The World of Careers. New York. Globe Book Co. 1979.

This book contains 16 selections based on the experiences of real people, welders, cabinet workers, fast-food restaurant workers etc. Each short reading selection is followed by several pages of varied skill exercises.

$3.24 R.L. 4-5

Dare, Beatrice and E. Wolfe. Accent on the World of Work. Follett Publishing Co. 1967.

This is a series of four books each dealing with an aspect of getting and keeping a job. The reading material is followed by exercises. Titles include: Getting That Job, You and Your Occupation, Keeping That Job, and You and Your Pay.

$1.65 each R.L. 3-4

Gainer, Harold and Sandra Stark. Choice or Chance: A Guide to Career Planning. McGraw Hill. 1979.

This is a career planning guide for young adults which covers topics such as self-assessment, value clarification, information sources, goals and decision making as well as job hunting and interviewing.

$4.96 R.L. 7-9

Goble, Dorothy. How to Get a Job and Keep It. Steck-Vaughn Co. 1975.

Checklists on attitudes and habits, job applications and more are included in this workbook designed to help the adult student find and keep a job.

$1.80 R.L. 5-6

Introductory Career Courses. McKnight Publishing Co. 1975.

The six pre-exploratory career education manuals in this series include Introduction to Hospitality Recreation Careers, Health Care Careers, Construction Careers, Business and Office Careers, Manufacturing Careers. The activity manuals, filmstrips and cassettes are designed to increase the student's consumer and career knowledge by practicing vocabulary and activities related to the different careers.

Manuals $2.76

Jew, Wing and Robert Tong. Janus Job Planner. Janus Book Publishers. 1976.

This workbook is a career exploration text. Students work out a series of value, attitude and experience assessments.

$2.95 R.L. 2.8

Jew, Wing and Robert Tong. Janus Job Interview Kit. Janus Book Publishers. 1976.

The kit is intended to give practice in realistic interview situations. There are 30 photos on heavy card stock depicting different entry level positions in 15 categories of the U. S. Office of Education's Occupational clusters. Each of the 30 cards contains a job description, interview situation and interview questions.

$32.50

Job Simulation. South-West Publishing Co. 1977.

This set of materials includes five job simulation packets. Each packet contains material used by each position for a five day work week. The titles include: The Clerk Typist, The Insurance Clerk, The Accounting Clerk, The Legal Secretary, and The Receptionist.

$6.69 each

Kahn, Charles et.al. My Job Application File. Janus Book Publishers. 1980.

This workbook is designed to help students learn how to fill out job applications by providing practice with 9 different actual applications.

$2.25 R.L. 2.8

Kimbrell, Grady and Ben S. Vineyard. Entering the World of Work and Entering the World of Work Activities. McKnight Publishing Co. 1978.

This textbook and workbook contains information on looking for jobs and keeping jobs, written for learning disabled and educable mentally retarded. The writing is simple, no sentence contains more than ten words. Concepts are simplified and presented with reinforcing materials.

$9.48 text
$2.47 workbook

Kimbrell, Grady and Ben S. Vineyard. Individualized Related Instruction for Succeeding in the World of Work. McKnight Publishing Co. 1978.

As the title suggests this work textbook is intended to be used by students on an individual basis. Each unit is self-contained so that only those appropriate to an individual need be used. The basics of planning for a career, finding, getting and keeping a job are included.

$2.73

Kimbrell, Grady and Ben S. Vineyard. Succeeding in the World of Work and Activity Workbook. McKnight Publishing Co. 1975.

This text provides a general overview of the skills and knowledge necessary in getting and keeping a job. Also included is consumer information such as credit cards, insurance and more. The activity workbook contains 89 activities coordinated with the textbook.

$9.48 textbook
$2.97 workbook

Koschnick, Kay and Stephen Ludwig. The World of Work. New Readers Press. 1975.

The World of Work is intended to be used with adult, teenage and handicapped workers. It provides a clear explanation and practice of the knowledge necessary for finding a job.

$1.85 R.L. 6.4

Livingstone, Arnold. Janus Job Interview Guide. Janus Book Publishers. 1977.

The Job Interview Guide explores the do's and don'ts of being interviewed. Fifteen realistic interview situations are included.

$3.25 R.L. 2.5

Ludwig, Stephen. Out of Work. New Readers Press. 1975.

This book explores the positive approach to coping with being unemployed and suggests tips for money management and alternative sources of income. Alternatives to unemployment such as apprenticeships and vocational re-training are discussed.

$1.85 R.L. 6.8

McVey Associates. Follett Coping Skills Series: Finding Work and Job Interviews. Follett Publishing Co. 1978.

See Follett Coping Skills Series under General Coping Skills.

$1.98 R.L. 3.5

People Working Today. Janus Book Publishers. 1976-1977.

The ten books in this series are for young adults. Each of the titles are based on real-life working experiences of teenage students. The titles include: Bob the Super Clerk, Larry the Logger, Tony the Night Custodian, Laura Cares for Pets, Janet the Hospital Helper, Alex on the Grill, Julie at the Pumps, Jester the Bellhop, Johnny at the Circuits and Kerry Drives a Van.

$1.85 each R.L. 1.9

Randall, Florence. Getting a Job. Fearon Pitman. 1978.

This workbook gives an overview of the job market today and includes information on getting ready to work, finding a job, getting a job interview, application forms, at the job interview and on the job.

$2.55 R.L. 3.6

Richey, Jim. Job Application Language. Janus Book Publishers.

This workbook is designed to help the student with the vocabulary encountered on job application forms. The units include Personal Information, Education and Training, Work History, Health Record, and References.

$2.45 R.L. 2

Royce, Sherry. Occupations. Fearon Pitman Publishers. 1979-80.

See series ABLEST under General Coping Skills.

Schapiro, Jeri. Scope Visuals 13: Getting Applications Right. Scholastic Book Serivces. 1973.

This book contains eight transparencies and eight ditto masters with sample application forms. Included are social security form, job application, driver's license application, savings and checking accounts, credit application, car loan application and mail order blank.

$8.25 R.L. 4-6

Solving Life Problems in Occupational Knowledge. Levels I, II, III. McGraw-Hill. 1980.

See series entry Solving Life Problems under General Coping Skills.

CONSUMER ECONOMICS

The APL Series: Consumer Economics. Harcourt, Brace, Jovanovich. 1979.

See The APL Series under General Coping Skills.

AWARE. Shopping for Groceries and Shopping by Mail. McGraw-Hill, Gregg Division. 1978.

See AWARE General Coping Skills.

Be Informed. Taxes and Personal Credit. New Readers Press. 1970-77.

See Be Informed under General Coping Skills.

Consumer Education for Special Needs. EMC Publishing. 1980.

This series of consumer education materials covers such topics as buying food, appliances, cars, and clothing and housing and health care. The photo-illustrated texts have accompanying workbooks and read-along cassettes.

$3.50 each student texts
$1.95 each workbooks
$9.00 each cassettes R.L. 3

Feinstein, Lloyd and Charles H. Maley, Jr. It's Your Money Book 1 and Book 2. Steck-Vaughn. 1973.

This two-volume workbook is designed to provide adults with skills necessary for basic money management. Problems and exercises include work on taxation, unit-pricing, budgeting and more.

$1.95 Book 1
$1.95 Book 2

Finkelstein, Milton. Living in a Consumer's World. Globe Book Co. 1979.

This book contains 6 units dealing with buying cars, food, clothing, appliances, housing and insurance. The basic principles of economics are developed through discussions of real-life situations.

$8.80 R.L. 5-6

Hassan, Rebecca Mathah. Consume This Book. Mafex Associates, Inc. 1978.

This is a text-workbook with information on becoming a wise consumer. The characters of the book, Mike and Jenny, are confronted with many consumer problems as they go from high school graduation to married life. Chapters on housing, food and nutrition, clothing, insurance, general buying and more are included.

$4.95

Independent Living Series. Food and You and All About Clothes. McGraw-Hill, Gregg Division. 1979

See Independent Living Series under General Coping Skills.

Lifeworks. Counting Money, Making Change, Ordering from Catalogues and Dining Out, and Comparison Shopping and Caring for Your Personal Possessions. McGraw-Hill, Gregg Division. 1979.

See Lifeworks under General Coping Skills.

Mason, Louis D. Cases in Consumer Education. Weston, Walch Publisher. 1976.

Cases in Consumer Education consists of 50 spirit masters of problems in consumer education. The problems are divided into topics which include: automobiles, housing, credit, consumer protection, money management, insurance, and miscellaneous.

$17.95

Miller, Nancy Gridley. Managing Your Money. New Readers Press. 1979.

The worktext and accompanying workbook is a self-help guide to buying and wise budgeting. Practical suggestions for low-income earners, singles, and divorced individuals are included.

$2.25 text
$ .30 workbook R.L. 5.5

MacBohlman, H. et.al. Accent on Consumer Education. Follett Publishing Co. 1979.

This series contains four titles, The Law For You, Understanding Consumer Credit, Knowing How to Budget and Insuring Your Life Income and Property.

$1.83 each R.L. 6-8

McVey Associates. Follett Coping Skills Series. Budgeting. Follett Publishing Co. 1978.

See Follett Coping Skills Series under General Coping Skills.

Parsky, Larry. Consumer in the Supermarket. Nafex Associates, Inc. 1979.

Consumer in the Supermarket is a workbook, guide and transparencies designed to help the consumer become a wise shopper. Examples of ads, coupons, circulars, refund offers and recipes are included.

$5.25 workbook
$6.95 guide
$6.95 4 transparencies

Richey, Jim. A Survival Vocabulary. Credit Language and Banking Language. Janus Publishers. 1978.

See Survival Vocabularies under General Coping Skills

Royce, Sherry. ABLEST. Money Management. Fearon Pitman, Inc. 1979-80.

See ABLEST under General Coping Skills

Solving Life Problems in Consumer Economics. McGraw-Hill, A Trafalgar House Book. 1980.

See Solving Life Problems under General Coping Skills.

Starkey, Carolyn and Norgina W. Penn. You, the Buyer. Globe Book Co. 1980.

Basic reading skills are developed in this workbook along with consumer know-how. Students learn how to compare prices, read ads and spot bargains as well as read catalogues, write money orders and checks for various kinds of merchandise.

$2.55 R.L. 5

Udarvi, Stephen S. Family Development Series. Buying Guides. Stech-Vaughn. 1978.

See Family Development Series under General Coping Skills

PREGNANCY & PARENTING

Koschnick, Kay, ed. Having a Baby. New Readers Press. 1975.

Excellent text on medical and other aspects of pregnancy and child birth. Also available in format of 7 separate pamphlets at $ .50 - $ .75.

$3.50 R.L. 5.1

Lally, Dr. J. Ronald and Dr. Ira J. Gordon. Learning Games for Infants and Toddlers. New Readers Press. 1977.

This is a collection of learning activities for children two months to two years old. For each game the position of the child and adult, aim and purpose of game and supplementary activities are given.

$2.95

Lifeworks: Becoming a Parent and Understanding Adolescents and Safety at Home and on the Job. McGraw-Hill, Gregg Division. 1980.

See Lifeworks under General Coping Skills.

$3.24 R.L. 4-6

McVey and Associates. Follett Coping Skills Family Planning. 1978.

See Follett Coping Skills Series under General Coping Skills.

$1.98 R.L. 3.5

Phillips, Maxine. Getting an Abortion. New Readers Press. 1974.

This pamphlet provides information on how abortions are performed, costs and post abortion care.

$ .40 R.L. 6.3

HOUSING

Ainswirth, Barbara and David Troutman. Do-It-Yourself. Survival Reading at Home Series. Media Materials, Inc.

Kit contains cassette tape and worksheet on simple home maintenance and repairs, identification of tools. Very basic. Includes guide and post test. Multiple modality option for low level readers; one of several interesting, relevant topics.

Individualized cassette learning package $9.95 R.L. 0-3

Lifeworks. McGraw-Hill, Gregg Division. Your Housing Needs and Renting a Place to Live; Moving On and Getting Utilities and Saving Energy; Buying a House and Buying a Mobile Home.

See Lifeworks in General Coping Skills. Abundant information, nice illustrations.

$3.00 each R.L. 4-6

Snyder, Sarah. Renting It Right. Changing Times Education Services.

Part of the Consumer Education for Special Needs Series; see General Coping Skills. Workbook contains numerous reinforcement and application activities.

$1.95 workbook R.L. 3

Thypin, Marilyn and Lynn Glasner. Leases and Landlords. EMC Corporation.

Part of Consumer Education for Special Needs Series; see General Coping Skills. Text most relevant to an urban clientele.

$3.50 R.L. 3

TRAVEL AND TRANSPORTATION

_____. Getting There. Globe Filmstrips. 1979.

This A Series, a four sound color filmstrips and worksheets designed to help students acquire the competencies needed to travel By Car, By Mass Transit, By Cross Country Bus and Train and By Airplane.

$80.00

Laubach, Frank et.al. How to Read Maps. New Readers Press. 1971.

See Reading for Living under General Coping Skills.

$ .85

McVey Associates. Using Transportation. Follett Publishing Co. 1978.

See Follett Coping Skills Series under General Coping Skills.

$1.98

Paine, Roswell and Santo P. La Fauci. Travelers' Mathematics. Media Materials, Inc. 1979.

This is a duplicating master book which includes ditto masters of schedules, maps, bills etc. as well as ditto masters of exercises. An accompanying cassette is included with eight lessons.

$12.95

Roderman, Winifred Ho. Getting Around Cities and Towns. Janus Book Publishers. 1979.

Students work on the competencies needed to get around towns and neighborhoods including using maps, following directions, what to do if you get lost and others.

$2.85 R.L. 2.0

Roderman, Winifred Ho. Reading Schedules. Janus Book Publishers. 1978.

This workbook includes practice with the special vocabulary, abbreviations and symbols found on schedules. Types of schedules include t.v., sports, train, bus, subway, plane, boat and others.

$2.85 R.L. 2.5

Ruderman, Jerome and Richard R. Robinson. Going Out/Getting Around. Globe Book Co. 1979.

This is a text workbook with reading and writing skills practiced in the context of four activities: Going to a Ball Game, Dining Out, Taking a Car Trip and Visiting a Big City. Throughout the text facsimiles of real ads, tickets, directories, timetables, maps, newspaper stories etc. are used.

$3.40 list
$2.55 class R.L. 5.0

HEALTH

_____ APL Series Health I, II. Harcourt, Brace, Jovanovich.

See APL Series under General Coping Skills

$3.24
$1.95 workbooks

_____ AWARE, Visiting the Doctor.

See AWARE under General Coping Skills

Bontrager, Frances M. Can You Give First Aide? New Readers Press.

Basic first aid information. Text only.

$ .95 R.L. 4.3

Conant, Roger. Drugs: Facts for Decisions. New Readers Press.

Basic, non-judgmental information and decision-making skills.

$1.75
$ .28 student exercises
25 for $6.50 R.L. 5.6

Conant and Koschnick. Drugs. New Readers Press.

Part of Be Informed Series; see General Coping Skills

$1.20 R.L. 5.6

Day, Nancy Raines. Help Yourself to Health. New Readers Press.

Excellent text emphasizing preventive health care. No exercises included.

$2.95 R.L. 5

Day, Nancy Raines. Tobacco: Facts for Decisions. New Readers Press.

Basic, non-judgmental information and decision-making skills.

$1.75
$ .28 student exercises
25 for $6.50 R.L. 5.5

Gridley, Nancy. Nutrition. New Readers Press.

Part of Be Informed Series; see General Coping Skills

Laubach, Frank et.al. Instructions on Safety. New Readers Press.

Part of Reading for Living Series; see General Coping Skills

$ .75

Lichtman, Gail. Alcohol: Facts for Decisions. New Readers Press.

Basic, non-judgmental information and decision-making skills.

$1.75
$ .28 student exercises
25 for $6.50 R.L. 6.4

Lifeworks: Understanding Adolescents and Safety at Home and On the Job.
$3.24 R.L. 4-6
Nutrition and Food Preparation and Preventive Care and Health Maintenance.
$3.96 R.L. 4-6

See Lifeworks in General Coping Skills

McVey et.al. Getting Medical Assistance. Follett Publishing Co.

Part of Follett Coping Skills Series; see General Coping Skills

$1.98 R.L. 3.5

Olsen, James. This Is Your Body. New Readers Press.

Basic anatomical information of structure and functions of body. Does not include exercises.

$2.25 R.L. 4.8

Phillips, Maxine. Getting Health Care. New Readers Press.

Advice on finding and choosing medical care. No exercises.

$2.25 R.L. 5.2

Phillips, Maxine. V.D.: It Could Happen to You. New Readers Press.

Factual treatment of V.D. - symptoms, care, prevention.

$ .50 R.L. 5.5

Richey, Jim. Medical Language. Janus Publishers.

Part of Janus Survival Vocabularies Series. Workbook concentrates on words necessary to use with doctor, hospital, or clinic.

$2.45
$1.00 flashcards R.L. 2.0

Royce, Sherry and Christopher Ransom Miller. Health. In ABLEST Series. Fearon Pitman Publishers.

Good, basic informational text with vocabulary and comprehension exercises. Exceptionally attractive, accessible book.

$1.80 R.L. 1-3

Thypin, Marilyn and Lynne Glesner. Health Care for the Wongs; and Snyder, Sarah. Help Yourself to Health Care (workbook). EMC Corporation.

Narrative text, nicely illustrated, tells story of family seeking and finding health care. Workbook contains additional information, exercises and application activities. Teacher's Guide and audio cassette available.

$3.50
$1.85 workbook
$9.00 cassette R.L. 3.0-3.9

Rash, J. Keogh. Battling Disease: Protecting Your Health. Globe Book Co.

Good, informative text with exercises and activities to apply information. Ample scientific information. Emphasis on decision-making and problem-solving skills.

$2.43 R.L. 4-5

Rash, J. Keogh. Facing the Facts: Drugs, Alcohol and Tobacco. Globe Book Co.

Good, informative text with exercises and activities to apply information. Ample scientific information. Emphasis on decision-making and problem-solving skills.

$2.37 R.L. 4-5

Rash, J. Keogh. Safety and First Aid: Avoiding Accidents. Globe Book Co.

Good, informative text with exercises and activities to apply information. Ample scientific information. Emphasis on decision-making and problem-solving skills.

$2.22 R.L. 4-5

_____ Solving Life Problems in Health I, II, III.

See Solving Life Problems in General Coping Skills

$3.71 R.L. I 3-4
II 5-8
III 9-12

Udvari, Stephen S. Health, Safety and Sanitation. Steck-Vaughn Co.

Part of Family Development Series, see General Coping Skills

$2.10 R.L. 4-6

PERSONAL DEVELOPMENT, DECISION MAKING AND MENTAL HEALTH

Brewner, Margaret et.al. Life Skills Attitudes In Everyday Living. Educational Design, Inc. 1980.

This book is intended to be used with young adults. It includes sections on such topics as being honest, attendance, getting along with others, accepting orders, following directions and more.

$2.85

Cooper, Jacqueline Fribush et.al. Emphasis: Self. Olympus Publishing Co. 1977.

This text includes the units: Introduction, Interests, Skills, Values, and Life Style Preferences. The units and exercises provided are intended to help individuals learn more about themselves and how their attitudes and skills effect their career plans.

$2.85

Dare, Beatrice and Edward J. Wolfe. The Accent Series on Personality. Follett Publishing Co. 1966.

The titles in this series include You and They, You Are Heredity and Environment, Taking Stock and You and Your Needs. Each title includes a student and teacher text. The format includes presentation of problems and directed exercises for problem solving activities.

$1.65 R.L. 3-4

Epperley, Jane Riener et.al. Emphasis: Decisions. Olympus Publishing Co. 1977.

The units in this text include The Importance of Decision Making in Your Life, Strategies for Making Decisions A Step-by-Step Decision Making Process and Applying the Step-by-Step Process to Your Own Decisions. Each unit includes practice in the process of decision making.

Elwood, Ann and John Raht. Points of View. Globe Book Co. 1975.

This reading text contains sets of selections that tells the same story from different points of view. The selections are followed by reading comprehension exercises and stop and think exercises intended to develop problem solving skills.

$4.80 list
$3.60 class R.L. 4-5

Goltry, M. Alike But Different. Globe Book Co. 1974.

This is a collection of 24 short stories dealing with a variety of problems people face everyday. Each selection is followed by various comprehension and vocabulary exercises.

$4.20 list
$3.15 class R.L. 2-3

_____ Independent Living Series. On Your Own and Time to Spare. McGraw-Hill, Gregg Division. 1978.

See Independent Living Series under General Coping Skills.

Kahn, Charles H. et.al. Going Places With Your Personality: A Guide to Successful Living. Fearon Pitman. 1971

This text-workbook is intended to be used with young adults. The information and discussions help develop positive attitudes, good habits and good relationships with friends, parents, teachers and employers.

$1.77 R.L. 2.7

Spiegler, Charles and Roger B. Goodman. A Matter for Judgment: Stories of Moral Conflict.

This reading text contains sixteen selections dealing with characters forced to make decisions choosing a course of action. Some of the selections are fiction, some non-fiction, one selection is an interview with Jesse Jackson. Skill exercises follw each selection as well as open-ended discussion questions.

$4.00 list
$3.60 class R.L. 4-6

Udvari, Stephen. Family Development Series. Your Family and Understanding Yourself. Steck-Vaughn. 1978.

See Family Development Series under General Coping Skills.

$2.10 R.L. 4-6

COMMUNITY RESOURCES

APL Series: Community Resources. Harcourt, Brace, Jovanovich.

See APL Series in General Coping Skills.

$3.24 text
$1.94 workbook

AWARE I. Module A - Evening Out. McGraw-Hill Publishing Co.

Multi-media presentation of specific life skill activities (e.g. going out) presented in step-by-step sequence and integrated with literacy skills. With teacher's guide. (see AWARE under General Coping Skills)

McVey Associates et.al. Follett Coping Skills: Using Community Resources. Follett Publishing Co. 1977.

Variety of subjects covered all from point of view of using telephone book. Good practice on research skills. See Follett Coping Skills in General Coping Skills.

$1.98 R.L. 3.5

Royce, Sherry. ABLEST: Community Services. (Revised 1980) Fearon Pitman Publishers.

Attractive format, lots of pictures, high interest content. See ABLEST in General Coping Skills.

$1.80 R.L. 1-3

Snyder, Sarah. So You Need Action. Changing Times Education Service. EMC Corporation.

Workbook dealing with consumer problems and agencies; using cartoons the text establishes a problem situation and guides the student through steps to problem-solving.

$1.85 R.L. 3.0

Solving Life Problems in Community Resources. Books I (R.L. 3-4) II (R.L. 5-8) III (R.L. 9-12). McGraw-Hill. 1980.

Variety of community resource information, cross-indexed with skills. See Solving Life Problems series in General Coping Skills.

$3.71

Udvari, Stephen S. Where To Go, Who to See, What to Do. Steck-Vaughn Co.

Part of Family Development Series; see General Coping Skills

SIGNS, FORMS, READING LABELS AND DIRECTIONS

Goltry, M. Forms in Your Future. Globe Book Co. 1975.

A collection of actual copies of the many and varied forms a person encounters including: driver's license applications, job applications, social security card applications, etc. in a workbook format.

$3.16

_____. Functional Reading Survival Skills. Set A & B. Basic Learning Corp.

Sets A and B of Functional Reading deal with eight basic areas of functional reading competence. Full color 8 1/a x 11" posters are correlated with duplicating masters for practice of application of reading skills. Some of the content areas include, road signs, menus, maps, catalogues, t.v. schedules, etc.

Gordon, Sol. Signs, Sings of Our Times, More Signs, and Signs for Teachers. New Readers Press. 1971.

The three sign books contain real photographs only. The photographs are of various stores, cities, demonstrations, etc. The student can use these pictures for discussion and writing even though the original intention of the author was as a stimulus for slow and reluctant readers. Can be used with any level students.

Greatsinger, Calvin. Practice in Survival English. New Readers Press. 1978.

Practice in Survival English is a series of workbooks designed to provide adults with the opportunity to apply reading skills to everyday, survival contexts. The books in the series include: Label Talk, Let's Look It Up, Signs Around Town, Read the Instructions. The format of each workbook includes reproductions of labels, catalogs, signs, instructions, etc. on the lefthand side of the page, and on the righthand side are comprehension questions.

Richey, Jim. Sign Language: A Survival Vocabulary. Janus Book Publishers. 1976.

This series of four workbooks is intended for the low level reader and ESL students. It is intended to be used to help readers master the language used on signs in public places, on streets and on highways. The four workbooks progress in difficulty of signs encountered but the reading level remains the same for a 1 four. (1st grade on Fry) Students are encouraged to deal with one sign at a time and are taken through a 5-step exercise to help them memorize the words on the sign and comprehend the signs. The primary focus is to teach specific vocabulary, however, improvement of a general level of reading comprehension is also anticipated. Each workbook contains 36 signs. At the end of each workbook puzzles, word games, and test are included to reinforce memory and comprehension. Each workbook includes flashcards of the 36 signs found in the book and is accompanied by a teacher's manual.

$1.20; $2.50 [illegible]

Roderman, Winifred Ho.. Reading and Following Directions. Janus Book Publishers. 1978.

This workbook gradually builds a student's ability to follow directions. The first lessons deal with one-step directions and the exercises and practice get gradually more difficult.

$2.85 (teacher's manual included free) R.L. 2.6

Sanacore, Joseph. Understanding Forms. Cebco Standard Publishing. 1979.

This is a collection of spirit masters which include a spirit master of an actual form followed by a spirit master of comprehension exercises.

Schapiro, Jeri. Scope Visuals 27: Reading Contracts and Forms. Scholastic Book Services. 1977.

Scope Visuals is a collection of transparencies and ditto masters of actual W-4 forms, phone bills, retail installment contracts, union membership card, postal forms, monthly charge account statement, appliance warranty and record club agreement.

$8.25 R.L. 4-6

Sherman, Elaine and Gina Di Napoli. Today: Activity/Reference Book B-1 Lessons 1-12. Instructional Communications Tech. Inc. 1977.

This is one of a series of four activity books containing twelve lessons each. Each lesson in the workbook is comprised of four parts instruction, practice, application and mastery. Actual examples of labels, graphs, recipes, guarantees, mail order forms and ads are included. Worksheets, reinforcement books and filmstrips are available.

$2.50

Stein, Wendy. Filling Out Forms. New Readers Press. 1979.

The lessons in this workbook discuss the rules and suggestions for filling out forms as well as actual sample forms. Included are personal data sheets, social security, voter registration, health insurance and credit card application.

$1.50 R.L. 5.9

MATHEMATICS

Bolster, L. Carey et.al. Consumer and Career Mathematics. Scott, Foresman and Co. 1978.

Consumer and Career Mathematics is comprised of a hardbound student text, teacher text and a book of duplicating masters. The Duplicating Masters contain 64 various kinds of forms used in daily life, leases, bank deposit slips, credit card etc. The textbook reviews basic operations in Unit 1 and in Units 2-6 concentrates on the application of math skills in specific consumer/career contexts.

$9.96 text
$11.97 teacher edition
$13.17 duplicating masters
$23.40 consumer forms and problems

Bryant, Narissa Bell and Loy Hedgepeth. Mathematics in Daily Living. Steck-Vaughn Co. 1978.

This is a four book series comprised of a workbook for fractions, decimals and percents, measurement and geometry and fundamental algebra. The math skills are presented with applications in health, government and law, consumer economics, community resources and occupational knowledge.

$1.95 each R.L. 7

Chant, Alfred et.al. Reaching Math Competence. Cambridge. 1978.

Greenfield, Leni et.al. Improving Math Competence. Cambridge. 1978

These two workbooks form the Cambridge Math for Survival series. Improving Math Competence is intended for students who have no number skills. Reaching Math Competence assumes students can recognize, count and order numbers and can add and subtract. Both of the workbooks address the fundamental math skills an adult learner needs to use in everyday situations. Math skills are practiced through examples such as: utility bills, checking accounts, budgets, etc.

$4.50 each

Kahn, Charles H. and J. Bradley Nanna. Pacemaker Practical Arithmetic Series. Pearon Publishers. 1972-73.

Three workbooks with short teacher's guides. Designed for slow learners and EMR; counting, money and addition skills are introduced. Many pictures of bills and coins can be used with non-readers. Titles: Money Makes Sense, Using Dollars and Sense, Working Makes Sense.

$2.67 each

Katz, Saul et.al. Mathematics for Today. Oxford Book Co. Inc. Division of William H. Sadlier, Inc. 1975.

This workbook is designed to provide practice of basic mathematic skills in meaningful contexts. The basic skills: whole numbers, fractions, decimals and percents are practiced within the ten basic units of checking accounts, measuring skills, supermarket math, buying intelligently, planning a budget, paychecks and others.

$3.96

Lewis, Harry. Mathematics for Daily Living. McCormick-Mathers Publishing Co. 1975.

One text (534 pp.) and one workbook (188 pp.) integrating consumer finance with secondary level arithmetic. Suitable for GED, advanced ABE, or college remediation.

_____. Mafex Survival Math Series. Mafex Associates. 1978.

This series includes six titles designed to provide practice in coping with Salaries, Bills, Checking Accounts, Grocery Bills and Credit Cards and the math skills needed for each.

$2.50 - $4.95 each workbook

Miller, Nancy G. Managing Your Money. New Readers Press. 1979.

Managing Your Money is a guide to wise budgeting and buying. Each of the 17 chapters discuss practical suggestions for managing money and also explores how money affects your relationships with others. The reader is $2.25 and you can also purchase a workbook (24 pp.) of exercises for 80¢.

R.L. 5.5

Mosenfelder, Donn. Life Skills Math. Educational Design, Inc. 1980.

This workbook covers basic math material through grades 7-8. The basic math operations are presented in life skills contexts.

$2.85

Scholastic Book Company. Real Life Math Skills. Scholastic Book Services. 1978.

Real Lifs Math Skills is a developmental program designed to integrate math skills with survival skills. The examples are practical, using such things as actual forms (e.g. IRS forms) for computational practice. The series includes a student workbook, a collection of thrity-two spirit masters and twelve overhead transparencies, and a teacher's edition.

$49.50 package of 20

CARS & DRIVING

_____. AWARE: Driving. McGraw-Hill Publishing Co.

See AWARE under General Coping Skills.

I 2.0-2.9 $35.00
II 3.0-3.9 $40.00
III 4.0-4.9 $35.00

_____. Coping With Your Car. Globe Filmstrips. 1979.

This is a series of four sound filmstrips and worksheets which cover such topics as comparison shopping for cars, obtaining loans and licenses, getting insurance and dealing with major and minor repairs.

$80.00

Fletcher, William and Patrick Kelley. Finding a Good Used Car. Janus Book Publishers.

Information-packed book with many helpful drawings. Detailed information on workings of cars. Probably higher than 2.5. See Janus Survival Guides in General Coping Skills.

$2.85 R.L. 2.5

Grebel, Rosemary and Phyllis Pogrund. Becoming A Driver. Janus Book Publishers.

Part of the Janus Survival Guides, see General Coping Skills. General text on driving, licenses, insurance, accidents.

$2.85 R.L. 2.6

_____. Lifeworks, Buying and Caring for Your Car. McGraw Hill Publishing Co.

See Lifeworks in General Coping Skills.

$3.42 R.L. 4-6

McMillan, Constance Van Brunt. So You Want to Buy a Car. EMC Corporation.

Workbook in the Consumer Education for Special Needs series; see General Coping Skills.

$1.95 R.L. 3

Thypin, Marilyn and Lynne Glasner. Wheels and Deals: Buying a Car. EMC Corporation.

Car buying approached through personal narrative. Attractive format. Part of Consumer Education for Special Needs series; see General Coping Skills.

$3.50 R.L. 3

_____. Wheels Series. New Readers Press.

A series of six books with very high interest texts covering an abundance of useful information. Nicely presented, well illustrated. Workbooks contain exercises for texts. Titles: Studying for a Driver's License - Donald P. Joyce ($1.75 to be used with state's driver's manual), Becoming a Car Owner - Wendy Stein ($2.25) R.L. 6.0, Maintaining Your Car - Jean Oates ($3.25) R.L. 4.9, Taking the Wheel - Wendy Stein ($3.95) R.L. 4.9, Wheels Workbook - Stephen Steurer ($2.50) Workbook for preceeding 3 texts, Wheels Teacher's Guide - Stephen Steurer ($2.00).

GOVERNMENT, LAW AND VOTING

Ashcroft, John and Janet Ashcroft. It's the Law. South-Western Publishing Co. 1979.

It's the Law is designed to assist the adult learner in becoming acquainted with legal ideas and problems. The topics are dealt with in very general terms with practical examples of how the laws are applied. Each chapter is divided into sections containing a reading selection, vocabulary exercises, comprehension and review questions.

R.L. 9-10

_____ AWARE: Voting. McGraw-Hill, Gregg Division. 1978.

See AWARE under General Coping Skills.

$1.80

_____ Coping 3: Reading the Contract. The Perfection Form Co. 1979.

This workbook includes contracts and warranties used in renting apartments, credit agreements, getting a loan, buying a product under warranty and joining a boor or record club. Each unit contains samples of actual contracts with comprehension exercises.

$1.50

Black, James. Understanding Contracts and Legal Documents. McGraw-Hill, Gregg Division. 1980.

This workbook is part of the series Lifeworks. All titles in the series are intended to improve the adult learner's ability to cope with everyday life situations and at the same time develop basic reading, writing and math skills. Understanding Contracts includes retail credit contracts, when to call a lawyer, retail installment, safe-deposit boxes and others.

$3.96

_____ Government and Law. Harcourt, Brace, Jovanovich. 1979.

See description under The APL Series, General Coping Skills.

$3.24 text
$1.94 workbook

Miller, Christopher R. and Sherry Royce. Government and Law. Fearon Pitman. 1980.

Government and Law is one of the texts in the ABLEST Series. Each text in the series is illustrated with photographs and includes exercises.

$1.80 R.L. 1-3

Phillips, Maxine. Your Rights When You're Young. New Readers Press. 1979.

This book outlines the rights of youth under 18 as minors and members of schools, communities and families. It attempts to show young people that laws often give young people a fair chance.

$2.25 R.L. 4.7

_____ Protecting Your Rights. Globe Filmstrips. 1979.

This media package contains six filmstrips, six cassettes, a program guide and worksheets for each of the topics. The topics include legal rights and responsibilities: As a Student, As a Family Member, As an Employee, As a Tenant, As a Consumer, As an Unemployed Person.

$110.00

_____ Solving Life Problems in Government and Law Books I, II and III. Trafalgar House Publishing Inc. 1980

This series is intended to give practice in verbal problem-solving and computational skills as well as instruct the student in test-taking skills. Each chapter contains a table of contents and an objectives statement listing the skills and content area.

COMMUNICATIONS

Cook, Cheri. Use of the Telephone (Practical Communications Skills 2)
New Readers Press

Information on phone techniques, emergency calls, sending telegrams. Reading passages in text; comprehension exercises and practice in separate "skills practice" workbook.

$1.75 R.L. 5.3
Skills Practice .75
Teachers Guide .50

Cook, Cheri. Writing to Others Practical Communications Skills 1
New Readers Press

Text is packed with information on all types of writing, from simple messages to formal business letters. Instructions and examples. Practice in Separate workbook.

$1.75 text R.L. 4.8
.75 skills practice
.50 teachers guide

Feelings Illustrated.
New Readers Press. 1977

Four booklets with outstanding photographs and one-line captions (some in slang) designed to stimulate class participation and reading interest.

$4.00 R.L. I

Gundlech, Patricia and Keenan Kelsey. Using the Phone Book - A Janus Survival Guide.
Janus Pub.

Step-by-step workbook with tests and exercises.

$2.85

Laubach, Frank C. etal. How to Read and Write Business Letters
New Readers Press.

Part of Reading For Living Series; see General Coping Skills

$.75

Laubach, Frank C., Elizabeth Kirk, Robert Laubach. How to Read and Write Personal Letters.
New Readers Press

Part of Reading For Living Series, see under General Coping Skills.

$.75

Laubach, Frank et al. How to Use Telephones
New Readers Press

Part of Reading for Living series; see General Coping Skills.

$.75

Peterson Handwriting - Improve Your Writing for Job Success
Peterson System, Inc.

Workbook designed for self-instruction, covers handwriting as well as format and rules for various types of writing - including letters, applications, etc.

$2.95 R.L. II

Turner, Richard H. The Turner Livingston Communications Series
Follett

Includes 6 titles: The Television You Watch
The Phone Calls You Make
The Newspapers you Read
The Movies You See
The Letters You Write
The Language You Speak

Each book contains narrative text with comprehension questions and various language art exercises. Not totally adult-oriented.

$1.71 each R.L. 3-5
Teachers Guide $2.67

Walker, Bonnie. Writing A Business Letter
Media Materials

Activity kit with worksheet/text and tape, post-test, guide. Single lesson-multiple modality for skill reinforcement.

Related titles in series: Taking Telephone Messages; and by Edward P Doyle: The White Pages of the Telephone Directory; Walk Carefully Through the Yellow Pages.

$9.95 R.L. 0-3

For your convenience, the following is a list of the publishers cited in the selected bibliography.

Basic Learning Corp.
Williamsville, N.Y. 14221

Cambridge
The Basic Skills Co.
A New York Times Co.
888 Seventh Ave.
New York, N.Y. 10019

Cebco Standard Publishing
9 Kulick Rd.
Fairfield, N.J. 07006

Educational Design, Inc.
47 West 13th Street
New York, N.Y. 10011

EMC Corporation - Changing Times Education Service
180 E. 6th Street
St. Paul, Minnesota 55101

Fearon Pitman Publishers, Inc.
6 Davis Drive
Belmont, CT 94002

Follett Publishing Company
1010 West Washington Blvd.
Chicago, Ill. 60607

Globe Filmstrips
50 West 23rd Street
New York, N.Y. 10010

Instructional/Communications Technology, Inc.
Huntington Station, N.Y. 11746

Janus Book Publishers
2501 Industrial Pkwy., W. Dept. B
Hayward, CA 94545

McKnight Publishing Co.
P.O. Box 2854
Bloomington, IL 61601

Media Materials, Inc.
2936 Remington Ave.
Baltimore, Maryland 21211
301-235-1700

New Readers Press
Box 131
Syracuse, N.Y. 13210

Mafex Associates, Inc.
90 Cherry Street
Box 519
Johnstown, PA 15907

Olympus Publishing Co.
2 Olympus Plaza
1670 East 13th South
Salt Lake City, Utah 84105

Adult Education Services
McGraw-Hill Book Co.
S1
Hightstown/Princeton Road
Hightstown, N.J. 08520

The Perfection Form Co.
1000 North Second Ave.
Logan, Iowa 51546

Peterson Systems
2215 Commerce Street
Dallas, Texas 75201

Scholastic Book Services
50 West 44th Street
New York, N.Y. 10036

Scott, Foresman Lifelong Learning Division
1900 East Lake Avenue
Glenview, Illinois 60025

South-Western Publishing Co.
5101 Madison Road
Cincinnati, Ohio 45227

Steck Vaughn Co., Publishers
807 Brazos
P.O. Box 2028
Austin, Texas 78768

J. Weston Walch, Publisher
Box 658
Portland, Maine 04104

Harcourt Brace Jovanovich, Inc.
757 Third Avenue
New York, New York 10017